



YMCA

We build strong kids,
strong families, strong communities.

**CORPENING MEMORIAL
YMCA**

Corpening Memorial YMCA
348 Grace Corpening Drive
Marion, NC 28752

Phone: 828-659-9622 ext. 117
Cell Phone: 828-768-0415
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E-mail: corpeningas@ymcawnc.org

**CORPENING MEMORIAL
YMCA**

2010-2011

Parent/Guardian Handbook

YAFTERSCHOOL™

We build strong kids, strong families, strong communities.



**A great
PLACE TO BE A kid**

~Corpening Memorial YMCA~

~348 Grace Corpening Drive ~ Marion, NC 28752~

~(828)659-9622~www.ymcawnc.org~

YMCA of Western North Carolina

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Corpening Memorial YMCA:

348 Grace Corpening Drive
 Marion, NC 28752
 (828) 659-YMCA (9622)
 (828) 659-9400 (fax)

Afterschool Days/Hours of Operation:

2:45p.m.-6:00p.m.
 Monday-Friday

Office Hours:

8:30 a.m.-6:00 p.m.
 Monday-Friday

Afterschool Contact Numbers:

Angela Strickland, Site Director

Cell phone: 828-768-0415
 Site phone: 828-659-9622 x117

Hali Colligan, Youth and Family Director

Cell phone: 828-775-1852
 Site phone: 828-659-9622 x115

Website:

www.ymcaawnc.org

Please feel free to contact us if you have questions or comments.



FREQUENTLY ASKED QUESTIONS

Q: What kind of training does staff receive?

A: Staff receive 40+ hours of training that includes: First Aid/CPR certification, behavior management and supervision, health and safety, and outdoor games and activities.

Q: What does your program offer?

A: Each week's activities are carefully planned around a theme to provide just the right balance of learning and fun that incorporate the following curriculum areas: outdoor education, group games, arts and crafts, Youth Fit For Life Program, science exploration, cooking projects, & interest clubs.

Q: How can I find out what my child will be doing each week ?

A: Every parent/guardian will receive a monthly newsletter that highlights the activities your child will have the opportunity to participate in while in the Afterschool Program.

Q: How do I contact the Afterschool site directly?

A: You can call the Corpening Memorial YMCA and ask to be transferred to the child care desk (x117) or you can reach the site director at 828-768-0415.

Q: What if I am running late to pick up my child?

A: Please contact your child's Site Director and let them know what the situation is. We understand that situations arise, but it is essential that you are diligent to pick-up your child on time each day. Parents/guardians who arrive past the 6:00 p.m. closing time will be assessed a \$1.00 per minute per child late fee. Habitual tardiness may result in termination from the program.

Q: What do I do if I need to make changes to my child's registration documents (example—add/deletion of a pick-up person)

A: The only person authorized to make changes to the registration documents is the person who signed the registration documents. You can make changes at your child's site—please inform the staff of your request and they will assist you.

Q: Who can I share my comments/questions about the program?

A: We value your opinions and comments and are always looking for ways to improve our program. Please talk with your day camp site staff if you have a question or concern or feel free to contact Tim Blenco or Hali Colligan directly at (828) 659-9622, and they will be happy to assist you.



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Dear Parents/Guardians,

The YMCA of Western North Carolina is extremely pleased to provide an after school care and enrichment program for your child. By selecting the YMCA After School program you are giving your child(ren) the opportunity to benefit from a quality program that has a foundation of YMCA tradition and many years of experience in serving children and their families.

We appreciate and respect the choice you have made for the YMCA to be the provider of care for your child. We recognize the incredible responsibility you have placed on us and will do our utmost to meet your expectations and needs. This is a very important partnership. We will strive to serve your child(ren) each day by supporting you in your important role as parent and/or guardian.

This Parent Handbook has been designed to answer your questions, to promote communication between our staff and your family, and to assist you in understanding our policies and procedures. The policies ensure that his/her experience in the YMCA After School program is positive, safe, and rewarding. Please read this booklet carefully and keep it on hand. Refer to it as needed during the year. We anticipate a fun and safe year for all! We hope to not only meet but to exceed the expectations of you and your family. Thank you for this opportunity to act on our commitment to "build strong kids, strong families, strong communities."

Sincerely,

Paul Vest
President/CEO
YMCA of Western North Carolina

Please note, early registration is recommended to ensure your child has a spot in our program. There is a one week waiting period from the date the completed registration materials are received until the date the child is able to start.

Afterschool Program Admission Requirements

1. Youth Information Form
2. Afterschool Policy Signature Form
3. Discipline and Behavior Management Policy
4. Bank Draft Authorization Form
5. Current Copy of Immunization record
6. Current Photo of Child
7. Child Care Subsidy Vouchers and YMCA FA application if applicable
8. Registration Fee & 1st Week's payment

Next Steps

1. Submit registration documents via mail or in person at the Corpening Memorial YMCA membership services desk.
2. There is a one week waiting period from the date the completed registration materials are received until the date the child is able to start the program.
3. Contact our office if you would like to visit the program prior to enrollment.

The person who completes the registration paperwork is responsible for the payments and is the only one who can alter the forms.

Registration– Schools Out Program

Registration Fee

- \$35 per child or \$50 per family

Afterschool Program Weekly Rate

- 35 per week for Members & \$45 per week for Non-Members. Bank Draft Only.
- Drafted on the 1st and the 15th of each month at \$70 (Members) & \$90 (Non-Members) per draft.

School's Out Program

- Teachers work days & early dismissals are Included in Afterschool membership

Holiday & Spring Break Camps

- These two camps ARE NOT included in the price of afterschool. There will be a separate fee associated with signing your child(ren) up for camps.

Vouchers

- Afterschool Program - parent fee plus any additional amount that the voucher does not cover.

Late Payment

- A \$20 fee will be assessed per child.

Late Pick-Up

- \$1.00 per minute after 6:00 p.m.

Snow Days

- Snow Day Registration information will be available in the Fall of 2010.

Reporting Child Abuse

North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development at 919-662-4499 or 800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

YMCA staff will report all suspicions of child abuse.

How to Report a Problem

Open communication is vital. The YMCA staff is here to address and work through your problems and concerns. We encourage you to talk with your child's site director if you have a concern.

We welcome your concerns and questions, so please do not hesitate to contact us:

**Angela Strickland, Site Director
828.659.9622x117 or 828.768.0415
corpeningas@ymcawnc.org**
Please see inside of handbook for additional contact numbers.

North Carolina law requires staff from the Division of Child Development to investigate a licensed child care center when there has been a complaint made to the Division. If you believe that a child care provider fails to meet the requirements outlined in the summary of North Carolina Child Care Law and Rules, or if you have questions, please call the Division of Child Development at 919-662-4499 or 800-859-0829.

Star Rated Licenses

Centers that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet, the history of their compliance with licensing requirements, and the program standards met by the program.

Schedule of Daily, Weekly, and Monthly Cleaning

Enhanced licensing regulations require that we inform you of our cleaning schedule.

Sample Cleaning Schedule

Daily-sweep, disinfect/clean tables and chairs, inspect playground for harmful objects, and ensure that all areas used are left in proper/clean condition.

Weekly-disinfect toys, inspect toys/games for broken parts/pieces and maintain overall good cleanliness and organization.

Monthly-clean/organize storage cabinets, wipe down cabinets, and dust surfaces.



Insulin/Inhalers/Epi-Pens

Children are not allowed to keep insulin, inhalers or epi-pens in their backpacks or with them while attending the program.

Please instruct your child to give their insulin, inhaler, or epi-pen to the YMCA staff and then the YMCA staff will make sure it is available for your child's immediate use.

We recognize the need for immediate access and therefore do not keep these medications locked as we do with all other forms of medication.

Sunscreen

If you want your child to be able to use sunscreen while at the program, then you must complete a permission form (available from your child's site director). Please make sure your child's name/grade is labeled on the sunscreen.

Sick or Ill Children

To ensure the well-being of all children, please be considerate. If your child is too sick to go outside, he/she is too sick to be in the Afterschool program.

Any child showing or developing symptoms such as fever, rash, diarrhea or vomiting will be separated from the group and provided with an area to rest. YMCA staff will contact parents/guardians and you will be expected to make arrangements to pick-up the child within 1 hour of notification.

Contagious Illnesses/Conditions

If a child has a confirmed case of a contagious illness/condition, he/she must be kept at home and the fact of the condition reported to the Site Director. At the discretion of the Site Director, parents/guardians may be asked to submit a doctor's statement prior to a child returning to the site. Examples:

- Strep Throat
- Hand, Foot, Mouth Disease
- Impetigo
- Chicken Pox
- Lice



Head Lice

If head lice are detected while your child is attending our program, the child will need to be picked up immediately upon parent or guardian notification.

A child with head lice is allowed to return to the program after treatment. Evidence of treatment includes **no lice or nits**, clean hair and scalp, and a note from the parent or physician stating the treatment used.

Emergency Procedures

YMCA staff are trained and prepared to activate emergency procedures in the event of severe weather, fire and/or other emergency conditions that require building evacuation or other immediate safety measures. When appropriate, parents/guardians will be contacted for early release.

Health and Safety

The health and safety of the children in our care is our top priority. Even so, young children are often testing their physical limits making injuries inevitable. **YMCA staff will verbally inform parents/guardians of any injuries.**

In the event of a medical emergency or accident requiring a doctor's treatment, we will contact the parent/guardian immediately, and emergency personnel if necessary. Emergency medical personnel will take the child to the emergency room via ambulance if the situation warrants immediate measures.

Children's Records

Request for copies of children's records (attendance/payment history, etc.) can only be given to the parent/guardian that registered the child for the program.



Payments: We only will accept payment set up for Bank Draft. On the 1st and the 15th of each month at \$70 per child for Members & \$90 per child for Non-Members.

- **Payment Options** - Bank/Credit Card Draft

Payment in full is due regardless of absenteeism, holidays or weather related closings.

Delinquent Accounts -Child(ren) will be unable to attend if the account is delinquent.

Attendance - Please contact the Site Director if your child will be absent so all children are accounted for. **We do not give credit for days children are absent.**

Voucher Participation - Families are responsible for paying the parent fee and any amount not covered by the voucher/participating county program **by the weekly payment deadline.**

It is your responsibility to know your parent fee and keep your child's account paid. You are required to notify the YMCA of changes in voucher status.

YMCA Financial Assistance - You are responsible for the full program fee, until a YMCA representative has contacted you regarding the amount of financial assistance you are eligible for. **Recipients are responsible for any program fees not covered by the YMCA Financial Assistance.**

Bank/Credit Card Draft- If drafts are not honored you are still responsible for the payment plus a \$30 service charge applied by Federal Automated Recovery System (FARS). This is in addition to any service fee that may be charged by your financial institution. FARS will automatically electronically debit the account when funds become available.

Program Withdrawal - A one month notice is required prior to withdrawing your child from the program. (This is for permanent and/or temporary withdrawal.) Some extenuating circumstances may allow for a 2 week notice based on the decision of the Program Director and Office Manager.

Program Operating Hours/ Days

Afterschool Program
2:45 p.m.—6:00 p.m.

School's Out Program

6:30 a.m.—6:00 p.m.

***except Snow Days—hours will be posted on WLOS.*

Program Start Date -

August 25, 2010

Program End Date -

June 9, 2011

Program Closed - September 6 (Labor Day),

November 25-26 (Thanksgiving),
Dec. 22-Jan 3 (Winter Break) and
April 18-22 (Spring Break).

We reserve the right to notify parents if program will be closed on additional days

School's Out Program

Schools Out will be included in Corpening Memorial YMCA Afterschool enrollment. Please note in the Program Operating Hours/ Days section above the dates our program is closed.

Early Release & Snow Days

We will provide the Afterschool Program at the Corpening Memorial YMCA, with transportation, on early release days. The program does not operate early if only Kindergarten is released. If school closes early due to inclement weather, the YMCA program will operate for 2 hours after the time school has dismissed pending weather conditions. If school is closed due to inclement weather, the YMCA will post information on its Snow Day program with locations and hours on WLOS.

Age Range of Children Served

Our program is designed to meet the developmental needs of children in Kindergarten through sixth grade.

Staff Ratios

We maintain staff to child ratios in accordance with North Carolina State licensing regulations. Staff to child ratios are posted in each classroom.

Program Goals

The YMCA Afterschool Program is designed to help children:

- Grow Personally
- Develop and Strengthen Values
- Appreciate Diversity
- Become Better Leaders and Supporters
- Build Skills
- Build Developmental Assets
- Lead healthy Lives
- Improve Interpersonal Relationships
- Have FUN!

Daily Activities

The Afterschool Program provides children with developmentally appropriate activities that will enhance your child's confidence, enrich his or her social and physical development and encourage self expression.

A healthy combination of individual and group activities are planned based on a weekly theme. Children are encouraged to give their input on what activities they would like to do. A suggestion box is located on the Family Table at your child's site, so please encourage your child to share their ideas and feedback.

A weekly lesson plan and schedule of activities is posted in each classroom. Arts and Crafts, Games, Homework Time, Snack, Physical Fitness, such as Climbing Wall & Swimming, and Outside Time, are some of the daily activities that your child will have the opportunity to participate in.

Core Curriculum Components

The YMCA of the USA School-Age Care Curriculum Framework was developed in partnership with YMCA of the USA, the YMCA of Greater Providence and the National Institute on Out-of-School Time.

These are the curriculum areas that our YMCA Afterschool Program staff will use as the framework for planning daily, weekly and monthly activities.

- Arts and Humanities
- Character Development
- Health, Wellness and Fitness
- Homework Support
- Literacy—KidzLit
- Science and Technology
- Service Learning
- Social Competence and Conflict

Sample Daily Schedule

This is a sample of a daily schedule. Each site has their daily schedule posted.

Licensing requirements state that a group of children cannot exceed 20-25 children (varies based on age), so each group will rotate through the daily schedule at different times throughout the afternoon.

- 3:00-3:30 Sign In, Group Time & Snack
- 3:30-4:00 Group Games
- 4:00-4:30 Homework Support/Quiet Activity Time
- 4:30-5:15 Arts & Crafts/Enrichment Clubs
- 5:15-6:00 Stations & Centers
- *Schedule may vary based on activities planned

Character Development

The YMCA of the USA's Character Development Initiative incorporates the everyday values of Caring, Honesty, Respect and Responsibility into our programs.

Attendance, Drop-off & Pick-up Policies

Whenever you drop-off or pick-up your child, you must enter the site and sign the attendance sheet indicating your child's arrival/departure time. **For the safety of your child, the staff cannot accept or release any child before he/she has been signed in or out properly by an adult (18 years old or older) that is on the child's application form.**

Before the child can leave the YMCA area, the adult must sign the child out and provide picture identification. Only those listed on the registration form will be allowed to pick up the child. Please list everyone possible, including coaches, scout leaders, etc. **Additions to the list MUST be made in person.**

ID is required by everyone until faces become familiar to staff. After this time, ID will be required in the event of a different person picking the child up or substitute staff being present at the site.

Please see your Site Director to add an adult to the registration form to prevent any pick-up problems. **Remember that only the parent/guardian that signed the registration documents can alter the forms.** We expect your full cooperation with this policy.

Our Afterschool Program begins immediately upon the end of the school day. All the children are expected to go directly to the YMCA program upon dismissal from school. It is extremely important that you instruct your child(ren) to go immediately to the program location to sign in, even if they are involved in another activity (scouts, assisting the teacher, choir, etc.). **Please inform your child's teacher in writing that your child will be attending the YMCA program.**



Making Changes to the Registration Documents

The parent/guardian that completes and signs the registration documents is the only one authorized to make any changes/deletions/additions, etc. to the information.

Personal Belongings

Please instruct your child to leave toys, electronic games, and other personal articles from home in their backpack while at the program. The YMCA is not responsible for items lost, broken, or stolen during program hours. Articles that are left behind at the end of the day will be placed in the sites lost and found.

Medication Policy

The YMCA will not administer over-the-counter medications to children. YMCA staff will administer prescription medications that are in their original container with the child's name on it and that have a Medication Release Authorization form accompanying the medication that has been completed and signed by a parent/guardian with the following information:

1. Child's name
2. Type of medication
3. Physician's name
4. Instructions on amount of dosage (Must match instructions on the container.)
5. Time to be given (Cannot write "as needed")
6. Number of days to be administered (up to 6 months for on-going medications)
7. Possible side effects

Please note that YMCA staff are **NOT** allowed to give the first dosage of any medication. If a child refuses medication, then the incident will be documented and discussed with the child's parent/guardian.



Policy on Outdoor Play

Article 7, Chapter 110 of the North Carolina General Statutes requires that outdoor play is a part of each child's daily activities (weather permitting). YMCA staff will use their best judgment when deciding to take children outdoors.

Custody Issues

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the Corpening Memorial YMCA to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children in our care.

Parents/guardians are responsible for resolving any issues that may arise from their child's participation in our programs. The YMCA will not get involved in disputes. A child may be removed from the program until the parents/guardians are able to resolve the differences.

Intoxicated Adult Policy

YMCA staff will encourage any adult who appears intoxicated to call an emergency contact or a taxicab to transport the adult and child home. If an adult chooses to leave, YMCA staff will document the license plate number and call the police.

Late Pick-Up Policy

A \$1.00 per minute late fee after 6:00 p.m. will be assessed. Chronic lateness could result in termination from the program. For consistency, the program will use the clock at site for time reference. It is critical to always contact the Site Director if you are going to be late. **If a child has not been picked up by 7:00 p.m. and no authorized person has been reached, the local police will be notified. This may result in termination from the program.**

Staff Relationships with Children Outside of YMCA Program Time

Staff are not allowed to be alone with children they meet in the YMCA program outside of the YMCA program setting. This includes all forms of communication (phone calls, e-mails, instant messages, text messages, etc.).

Baby-sitting, sleepovers and inviting staff members to a child's home are prohibited unless one of the following conditions exists:

1. Staff and child's family have a relationship that predates the staff member's employment or volunteering at the YMCA.
2. Staff and the child's family have a relationship that predates the child's enrollment in the YMCA program.
3. Staff and the child or child's family are related.

The YMCA does recognize that there may be occasions when children ask a staff member to attend their sporting event, dance recital, etc. This is permitted as long as it is a public event and the child and staff member are not alone.

Please note that YMCA staff, under no circumstances, may ever transport a child in their personal vehicle.

Removal of Child from Program

There are times when it is necessary to remove a child from the program. Reasons for removing a child from the program:

- Non-payment of fees.
- Chronically disruptive behavior exhibited by child.
- Parent/guardian displays disrespectful behavior.
- Custody situations that involve parents that are unable to resolve differences as it relates to the YMCA program.

40 Developmental Assets

The YMCA of Western North Carolina is committed to helping children and teens get what they need to grow into healthy, caring and responsible adults. As a result, we have adopted the Search Institute's 40 Developmental Asset Model.

Homework Assistance

Children will be provided with 30 minutes daily of Homework/Quiet Activity Time. Every family has different expectations of their child(ren) in regards to homework. Therefore, we require a Homework Agreement form to be completed. We ask that parents/guardians go over their expectations with their child(ren) and then sign the form. This ensures the child is clear on what you expect. Homework Agreement forms are located at each site.

Family Table

There is a Family Table on site that contains resources for families, the weekly lesson plan and schedule, information on School's Out Program, snack calendar, a suggestion box, and a monthly site newsletter.

Family Night Activities

The Afterschool Program will have a minimum of two Family Night Events each year. Site Directors will inform families of upcoming events.

Items to be Provided by Parent/Guardian

We ask that you bring a swimsuit and towel for swimming and running shoes are needed for the climbing wall. Site Director will inform you if it is necessary for you to supply anything else for your child.

Program Advisory Committee

It is our goal to have a Program Advisory Committee for our Afterschool program that consists of parents/guardians and several of the site staff. The committee assists with the planning of Family Night Events, provides suggestions and feedback to enhance the quality of the program and provides assistance with planning fundraising events/activities for the annual YMCA Strong Kids Campaign. Contact your site director if you are interested.

Parent/Guardian Involvement

We recognize that the support and involvement of parents and guardians is critical to the success of our Afterschool Programs.

Our staff works closely with you to make sure they understand your child's needs and what we can do *together* to provide an enriching environment for them. We encourage and welcome all interested parents and guardians to be an active participant in our program and visit *anytime*.

Parents/Guardians can be involved by:

- Volunteering in the program.
- Share a talent with the children.
- Become a resource for supplies (e.g. shoe boxes, cotton balls, markers, baby food jars, books, crayons, etc.).
- Maintain a positive relationship and open communication lines with all child care staff.
- Read the monthly site newsletter and notes on the Family Table to stay updated on child's activities.
- Volunteer to be a member of the Program Advisory Committee.
- Participate in the Strong Kids Campaign.
- Attend Family Night Events.

Please talk with the Site Director if you would like to be involved with any of the above mentioned activities.

Services Provided by the YMCA

The YMCA provides an afternoon snack during normal program hours and a morning and an afternoon snack during The School's Out Programs.

We provide the supplies/materials for the daily activities.

Daily Snack

Per licensing regulations, we are required to comply with a daily "Meal Plan" that is nutritious and consists of at least two of the following components: milk, juice or fruit, bread or cereal, meat or meat alternative.

Non-nutritional food can be served only for special occasions and in addition to the daily nutritious snack.

All snacks we offer are planned in advance. A weekly snack calendar is available on the Family Table at each site.

If your child has any allergies or requires a special diet, we ask that you please note it on your registration form and make sure that your Site Director is aware of it. We are required by licensing to post children's food allergies in the area where children are fed.

Food from Home

Food from home may only be served to your child. Home-made baked goods, etc. are not permitted to be served to the rest of the children.

Sack Lunches

You will be required to provide your child with a sack lunch for the School's Out Program.

Licensing Sack Lunch Requirements -

- Must label with child's name and date.
- Lunch must consist of at least four of the following components: milk, 2 or more fruits or vegetables, meat or meat alternative, bread or bread alternative.
- We are required to supplement your child's lunch if it does not comply and there may be a Fee assessed to cover this cost.

Children with Special Needs

The YMCA of Western North Carolina operates within the provisions of all applicable laws, including those which provide protection to individuals with disabilities as well as to providers who care for such individuals. The YMCA Afterschool Program welcomes all children to the extent that it is reasonably able to do so. A child who requires measures that constitute a fundamental alteration to the program or other undue hardship, or a child that poses a direct threat to the health and safety of others, will not be able to participate in the program. All children, regardless of their circumstances, are subject to YMCA disciplinary procedures.

Prior to a child's admittance into the program, it is imperative that our staff make an individualized assessment about whether we can meet the particular needs of the child within the noted guidelines. Upon receiving the child's registration form, our staff will be in contact with the parents/guardians for a preliminary In-Take Interview to gather all necessary and pertinent information to serve the participant to the best of our abilities and within the parameters of our programs' design.

If the YMCA staff and/or the parents/guardians feel it is necessary, a meeting will be scheduled. This is an opportunity for YMCA staff and the parents/guardians to meet and discuss necessary information.

Upon your child's enrollment into the program, the Site Director will complete an Individualized Care Plan (ICP), so that the staff understands the best ways to provide care for your child. The ICP will also note any special accommodations that are necessary to ensure the child's success in the program.



Behavior Management and Discipline Policy

YMCA staff will use positive behavior management techniques that are developmentally appropriate and adhere to the YMCA's Four Core Values of Caring, Honesty, Respect, and Responsibility. The use of corporal punishment is strictly prohibited.

Behavior Management Tech-

YMCA staff will:

1. Involve the children in the development of the "house rules."
2. Maintain consistent behavior expectations and reinforce the YMCA's Four Core Values.
3. Guide children by setting clear, consistent, fair limits for program behavior.
4. Use natural and logical consequences.
5. Redirect children to a more acceptable behavior or activity.
6. Use positive reinforcement, including a positive behavior recognition program.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise that is immediate, sincere and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.

Discipline Action Steps

1. "Personal Time" – removal of child from a situation for up to 5 minutes so they can regain control of their behavior.
2. Verbal or written communication to parent/guardian regarding a child's behavior.



Discipline Action Steps Cont'd.

3. Behavior Write-Up

A child's behavior may result in the child being given a behavior write-up.

Three behavior write-ups in any school year results in the suspension of the child .

The parent/guardian is responsible for contacting the site director to set-up an appointment to discuss the child's behavior.

If the child is reinstated and then receives a fourth behavior write-up, the site director will suspend the child immediately and termination may result.

4. Behavior Action Plan/Improvement Plan

5. Suspension – Serious behavior problems will result in immediate suspension, and you will be responsible for picking up your child immediately.

6. Termination - Our program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, the following:

- behavior that requires constant attention from the staff,
- behavior that inflicts physical or emotional harm on other children or self,
- behavior that abuses the staff and/or ignores or disobeys the rules.

If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program.

Reasonable efforts will be made to assist children in adjusting to the program setting.